



TENANT EMERGENCY INFORMATION

Please fill out this form and return it to the JLL building management office in Tower 2, Suite 115 or by email to lauryl.love@am.jll.com.

Company _____

Tower _____ Suite _____ # of Employees _____ Date _____

EMERGENCY RELOCATION AREA(S)

During an evacuation, all employees of your company should relocate to a pre-determined meeting place where floor wardens should perform and report accountability to ensure all occupants have evacuated the building. It is recommended that the meeting place be a **minimum of 2 blocks** from the building. It is best to designate a backup area in case the primary meeting place is not available.

1. _____
2. _____

FLOOR WARDENS

For multi-tenant floors, 2 employees from each company should be trained as Floor Wardens. For full floor tenants, 4 employees per floor should be trained. These individuals should be familiar with emergency procedures and are responsible for assisting their company and co-workers in the event of an emergency.

- | | | | | |
|----|------|-------|-------|-------|
| 1. | Name | _____ | Email | _____ |
| 2. | Name | _____ | Email | _____ |
| 3. | Name | _____ | Email | _____ |
| 4. | Name | _____ | Email | _____ |

MOBILITY IMPAIRED INDIVIDUALS

Please list all individuals who may not be able to go quickly down the stairs. These people may be in a wheelchair, temporarily on crutches, in the third trimester of pregnancy, or they may have a heart condition, severe asthma, etc. Please list known condition(s) in the comment section as well as the expected end date for temporary conditions. These people will wait with a buddy on the stairwell landing on their floor for assistance from emergency personnel. Emergency personnel will receive a copy of this list.

- | | | | | |
|----|----------|-------|----------|-------|
| 1. | Name | _____ | Location | _____ |
| | Buddy #1 | _____ | Buddy #2 | _____ |
| | Comment | _____ | | |
| 2. | Name | _____ | Location | _____ |
| | Buddy #1 | _____ | Buddy #2 | _____ |
| | Comment | _____ | | |
| 3. | Name | _____ | Location | _____ |
| | Buddy #1 | _____ | Buddy #2 | _____ |
| | Comment | _____ | | |